

From: [BAYUK Dana](#)
To: [John Edwards](#); [Carl Stivers](#); robe@hahnenv.com
Cc: [Eric Blischke/R10/USEPA/US@EPA](#); [Chip Humphrey/R10/USEPA/US@EPA](#); [Kristine Koch/R10/USEPA/US@EPA](#); [Sean Sheldrake/R10/USEPA/US@EPA](#)
Subject: NW Natural - Document Copies, Routing, and Soft Copy Formatting (2)
Date: 03/25/2009 09:52 AM
Attachments: [Creating Web Ready PDFs_010209.doc](#)

Good morning.

I received a couple of e-mails (see below) from Sean Sheldrake regarding soft copies of documents recently received by EPA. Sean indicated that depending on the document, the following formatting criteria for creating web-ready "pdf" files were not followed:

- * Properties were not filled out;
- * Document wasn't tagged;
- * Links weren't added; and
- * Initial view wasn't set to the bookmarks panel and page.

Sean also provided the most recent version of EPA's criteria for creating web-ready documents (no change from version forwarded previously on January 7th).

Also note, Sean indicates that given NW Natural will be submitting documents formatted for posting on the EPA website, you can discontinue sending document hard copies and CDs to Kristine Koch in Seattle, and CDs to Eric Blischke in Portland.

In addition, for clarification the documents to be routed to EPA primarily include work plans, reports, and monthly progress reports. You don't need to route all documents, such as interim submittals like the subsurface profiles and DNAPL mobilization evaluation. Documents of this type have been prepared in response to DEQ comments, are subject to DEQ review, and will be incorporated into future plans/reports that will be provided to, and reviewed by EPA.

Please contact Sean directly if you have questions regarding the attachment and EPA's formatting criteria, me regarding forwarding documents to EPA.

Thanks for your efforts to create web-ready files for EPA's use. As indicated above, providing formatted documents will reduce the number of hard copies needing to be routed, while providing access to EPA team members and the public.

Mr. Dana Bayuk, Project Manager
Cleanup & Portland Harbor Section
Oregon Department of Environmental Quality
2020 SW 4th Avenue, Suite 400
Portland, OR 97201

E-mail: bayuk.dana@deq.state.or.us
Phone: 503-229-5543
FAX: 503-229-6899

Please visit our website at <http://www.oregon.gov/DEQ/>

-----Original Message-----

From: Sheldrake.Sean@epamail.epa.gov
[mailto:Sheldrake.Sean@epamail.epa.gov]
Sent: Tuesday, March 24, 2009 11:15 AM
To: BAYUK Dana
Subject: Fw: Uplands document prep.; also problems on an Anchor submittal

Dana,

I forgot to mention the document Ede sent was the "environmental monitoring report" dated 2/19/09.

Anchor also just sent in an unprepped document titled "Evaluation of Potential DNAPL Mobilization in Former Effluent Pond Area by Shoreline Source Control Extraction Wells, GASCO Site, Portland, OR"--properties were not filled out, the document wasn't tagged, links weren't added, and initial view wasn't set to the bookmarks panel and page, etc.

For all of these reports, you can probably eliminate Eric & Kristine from the cc's as we can share a CD in Seattle and disseminate the document via our servers. Kristine doesn't need the hardcopies from Hanh or Anchor also.

Let me know if you'd like me to contact Hanh and/or Anchor directly.

Thank you!

S

Sean Sheldrake
USEPA, Region 10
Environmental Cleanup Office
1200 Sixth Avenue, Suite 900, ECL-110
Seattle WA 98101-3140
sheldrake.sean@epa.gov

Phone: 206/553-1220 / Fax: 206/553-0124 Region 10 Dive Team:
<http://yosemite.epa.gov/r10/oea.nsf/webpage/dive+team>
Portland Harbor Cleanup:
<http://yosemite.epa.gov/r10/cleanup.nsf/sites/ptldharbor>
Deliveries: Parking Garage mailroom (1st floor)
Visitors: Check-in @ PERC / Service Center on 12th floor:
<http://yosemite.epa.gov/r10/extaff.nsf/PERC/Visiting+Seattle>
----- Forwarded by Sean Sheldrake/R10/USEPA/US on 03/24/2009 11:06 AM

Sean Sheldrake/R10/US EPA/US		To
03/24/2009 11:02 AM	Dana Bayuk	cc
	Uplands document prep.	Subject

Dana,

Could you remind NWN, Rob Ede to follow the attached prep. checklist? It saves time and energy (and lowers bills to their clients). They forgot to fill in the document properties, which I then need to do by hand to get it into our system (which makes it harder to find the document in our electronic filing system).... so far the rest looked ok.

Thank you!

S

(See attached file: Creating Web Ready PDFs_010209.doc)

Sean Sheldrake
USEPA, Region 10
Environmental Cleanup Office
1200 Sixth Avenue, Suite 900, ECL-110
Seattle WA 98101-3140
sheldrake.sean@epa.gov
Phone: 206/553-1220 / Fax: 206/553-0124 Region 10 Dive Team:
<http://yosemite.epa.gov/r10/oea.nsf/webpage/dive+team>
Portland Harbor Cleanup:
<http://yosemite.epa.gov/r10/cleanup.nsf/sites/ptldharbor>
Deliveries: Parking Garage mailroom (1st floor)
Visitors: Check-in @ PERC / Service Center on 12th floor:
<http://yosemite.epa.gov/r10/extaff.nsf/PERC/Visiting+Seattle>